



SPECIAL EVENT REQUISITE SHEET

EVENT NAME:

EVENT DATE:

CONTACT:

PHONE:

EVENT COORDINATOR:

PHONE:

FAX:

E-MAIL:

APPLICANT REQUISITE	TO BETTER HELP YOU PLAN YOUR SPECIAL EVENT, YOU NEED TO CONSIDER THE FOLLOWING	DUE DATE	COMPLETE
	1. LETTER OF REQUEST – stating the “who, what, when, where, why,” and all other pertinent information regarding your proposed event.		
A. B. C.	2. APPLICATION FORMS – must be completed, signed, notarized (if applicable) and returned with fees. A. Special Event B. Street Function C. Parade		
A. B. C. D. E. F. G.	3. *FEES: ALL FEES EXCEPT ADMISSION CHARGES A. PARK USER FEES – Must be submitted 30 days prior to your event. Any fees submitted within ten (10) days of the event must be in the form of a cashier's check or money order, made payable to the City of Houston. B. CONCESSION FEES – Any items sold (food, beverage, and non-food sales). C. GROUNDS DEPOSIT – All grounds must be returned to the original or better condition immediately following the event. The deposit will be returned only after any needed repairs are completed and all fees due are paid. D. ALCOHOL E. APPLICATION FEE (for parades and street functions) – Must be submitted with your application and corresponding documents, in the form of a cashier's check or money order made payable to the City of Houston. F. TRAFFIC CONTROL SERVICES – If you are contracting with the City of Houston, Public Works and Engineering Department, Traffic Control Division. Must be submitted to your event coordinator in the form of a cashier's check or money order made payable to the City of Houston. Fees are due no later than ten (10) business days prior to the event. G. SECURITY CONTROL SERVICES – If you are contracting with the Houston Police Department (HPD). Must be submitted to HPD in the form of a cashier's check or money order made payable to the City of Houston. Fees are due no later than ten (10) business days prior to the event.		

<p>A.</p> <p>B.</p> <p>C.</p> <p>D.</p> <p>E.</p> <p>F.</p> <p>G.</p> <p>H.</p> <p>I.</p>	<p>4. *CITY OF HOUSTON PERMITS</p> <p>A. HOUSTON PARKS AND RECREATION SPECIAL EVENT PERMIT – required if utilizing a City of Houston park. For more information, visit the Mayor's Office of Special Events website at www.houstonspecialevents.org or call (713) 437-6352.</p> <p>B. CONVENTION & ENTERTAINMENT FACILITIES (C&EF) SPECIAL EVENT PERMIT – required if utilizing a C&EF park or facility. For more information, visit the C&EF website at www.houstontx.gov/cef or call (713) 853-8000.</p> <p>C. HEALTH DEPARTMENT PERMIT – required if selling or giving away food / drink items. For more information, please call Mr. Larry Goodman at (713) 794-9200 or visit www.houstontx.gov/health/Food/index.html. Our office will provide a health authorization letter. A minimum seven (7) business days is required.</p> <p>D. PARKING MANAGEMENT – required for any curb lane parking that requires meter bagging. For more information, please call Ms. Teresa Valle at (713) 853-8283 or Ms. Maria Irshad at (713) 853-8270.</p> <p>E. TRAFFIC MANAGEMENT AND MAINTENANCE – required for any street or lane closings. For full or partial street closings, please call Ms. Amanda Booren (713) 437-6294, or visit www.houstontx.gov/specialevents/functions.html. For a single lane closing (curb lane), please call Mr. Kerry Parker (713) 837-7262.</p> <p>F. TABC PERMIT – required if authorized to sell alcohol. Permit must be pulled within the month of the event. For more information, call (713) 426-7900. Permission to distribute alcohol on City property also requires a letter from the Department director.</p> <p>G. PROPANE PERMIT – required if using propane. For more information, please call Inspector Robert Castleberry at (713) 865-7132. A minimum two (2) weeks is required.</p> <p>Please note: If you are using propane during your event for cooking or any other purpose, the Houston Fire Department requires a propane use permit. While the fee is \$250.00, this does not include the standby fees for on-site inspectors required during the operation of your event. Rates per inspector for standby fees are \$280.00 for the first 4 hours and \$62.50 per hour for each additional hour. There will be a \$5.00 administration fee for both the permit and the standby application. The number of inspectors required is based on the complexity of the event. We will facilitate a meeting with the Fire Marshall's Office to finalize these fees if you are using propane.</p> <p>H. SOUND PERMIT – required if using amplified sound. For more information please call the Finance and Administration permitting office at (713) 837-9838. Our office will provide a sound authorization letter.</p> <p>I. OTHER PERMITS – please check with our office to see if other permits are needed.</p>	
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	<p>5. *SITE PLAN / ROUTE MAP – map must show all structures and vehicles brought onto the site, including: portable toilets, tents, booths, stage(s), first aid, etc., and should indicate all street closures (if applicable)</p> <p>A. Schedule site check with Event Coordinator (EC) / Field Operations</p> <p>B. Review of ADA Accessibility</p> <p>C. EC and Producer will do pre-event and post event site check.</p>		
	<p>6. *SECURITY – certified peace officers must be hired by the event producer for crowd and traffic control, based on projected attendance. The plan must be approved by the Houston Police Department (HPD) Special Operations Division. Contact Sgt. Mark Bailey at (832) 394-0052 for more information.</p> <p>Name of Security Coordinator: _____ PHONE # _____</p> <p>Please note: If your event requires street closures, you must have a certified peace officer at each street closure location during the duration of your event, including load-in and load-out.</p>		
	<p>7. *TRAFFIC CONTROL SERVICES – required to close streets for a parade or street function. Services provided by:</p> <p><input type="checkbox"/> City of Houston Public Works and Engineering</p> <p><input type="checkbox"/> Private Contractor</p> <p>Name of Private Contractor: _____ PHONE # _____</p>		
	<p>8. *PARKS AND RECREATION DEPARTMENT REGULATIONS prohibits dogs, amphibians, reptiles and snakes that are considered dangerous. Therefore, we require the ban of all pets. This information must be included on all printed materials (posters, flyers, etc.) press releases, media advisories and on signage at entry points of the festival.</p> <p>No person shall bring into or upon the parks, or have in his/her possession any glass receptacles including but not limited to glass bottles, glass jars, drinking glasses or other glass containers of any kind. The prohibition of glass containers shall not apply to baby bottles, baby food jars, glass-lined vacuum bottles and glass lined picnic beverage coolers.</p> <p>No person shall place, erect or attach any structure, sign, bulletin board, post, pole or advertising device of any kind whatsoever in the parks, or attach any notice, bill, poster, sign,</p>		

	<p>wire, rod or cord to any tree, shrub, fence, railing, post or structure in the parks unless authorized by a special permit issued by any Director.</p> <p>Amplified sound is allowed at City Hall, Hermann Square and Tranquillity Park on Mondays, Tuesdays, Thursdays and Fridays between the hours 11 a.m. and 1 p.m., and after 5 p.m., with a maximum decibel level of 75 db's. Since City Council is in session on Wednesdays, no amplified sound is allowed until the session is over. The restrictions include sound checks, systems warm ups and any other form of amplified sound productions.</p> <p>State and Federal regulations prohibit the disposal of "gray water" (water used during cooking, cleaning utensils and hand washing) into storm sewers. Your waste disposal contractor may have the special units needed to comply with these regulations in their inventory. If not, we will be happy to provide potential contractors who carry the units.</p> <p>No vehicles are allowed on park properties without prior approval.</p>		
	<p>9. *MEDICAL SERVICES – must be organized by event producer. EMT's or other certified medical personnel are acceptable. Information regarding certified medical personnel REQUIRED.</p> <p>Name of Provider: _____ PHONE # _____</p>		
	<p>10. *PORTABLE TOILETS – must be obtained by event producer according to projected attendance. Wheelchair accessible toilets are required as well.</p> <ul style="list-style-type: none"> • One per 300 persons #: _____ • 10% must be wheelchair accessible #: _____ 		
	<p>11. *INSURANCE – to be determined by type of permit. <u>General liability insurance must name the City of Houston as an additional insured and include a waiver of subrogation.</u></p>		
	<p>12. *ELECTRICAL SERVICES – the use of available electrical services may require Parks Department services and involve a cost to you (minimum of two (2) electricians for two (2) hours at an hourly rate of <u>\$28.50</u> / each). Producer must supply all required distribution equipment.</p>		
	<p>13. *PARKING – for participants, sponsors, vendors and attendees must be determined before choosing a site. Vehicles are not allowed on City property, including esplanades or sidewalks, at any time.</p>		

	14. *CLEAN UP – must be handled by event producer. Ongoing clean up during the event and intensive clean up at close of event is required. Information regarding clean up and removal of trash is REQUIRED. Name of Provider: _____ PHONE #: _____		
	15. NONPROFIT ORGANIZATION – must provide government tax ID number if event producer is a non-profit organization.		
	16. *MEDIA – Courtesy review of all printed material (posters, flyers, etc.) press releases and media advisories prior to release.		
	17. ADDITIONAL REQUIREMENTS A. Event Schedule / Entertainment B. Logo (yes / no) C. Camera Ready Art for Calendar Ad		

Note: All items highlighted by a * denote a potential cost to you, the event producer

****** IMPORTANT:** Please note the deadlines for each requisite. ********

Please call us if you have any questions.